

**PDT/Planning Meeting of the USACE Hydrology and Hydraulics Capability  
Restoration Executive Advisory Committee  
Subject: USACE H&H Community of Practice  
Meeting Minutes  
(24 September, 2004)**

The Corps' Hydrology and Hydraulics Capability Restoration Executive Advisory Committee (EAC) met 24 September, 2004 at the Hydrologic Engineering Center in Davis, CA. The primary goal was to continue exploring what their role should be with regards to the Corps' H&H community under USACE 2012. Specifically, they met to discuss the role of the Corps' Hydrology and Hydraulics Community of Practice (H&H CoP). The meeting provided an opportunity for some of the senior members of the Corps' H&H community to further discuss the formation of the formal H&H CoP. They continued to define the structure of the H&H CoP and the process by which it will operate. Bill Branch, NWD – H&H Executive Committee, led the meeting.

Attendance: Darryl Davis, Chris Dunn, Tim Pangburn, Bill Branch, Ralph LaMoglia, Jerry Webb, Joe Evelyn, Dan Barcellos, and via phone Joan Pope Sam Bates, SK Nanda, Mike Barts, Mark Lindgren.

**General:**

- Jerry Webb- Not a lot of change since May meeting. Provided HQ perspective. Discussed the roles of the 4 National Standing Committees; Hydrology, Tidal Hydraulics, Channel Stabilization, and WQ. Watersheds may go in the H&H CoP but it may be shared with Environment.
- Don Basham liked the list of disciplines within the H&H CoP. We need to identify the subject matter experts.
- We are not being asked to write the charter yet, but instead let's get the job done.
- Before the end of the calendar year we need a draft Charter. Darryl and Bill will write this. If anyone has comments about what should be in the charter, they should give those to Darryl or Bill.
- Darryl discussed the contents of the charter that he will write.
- Jerry needs a Senior Management Team.

**Website:**

- We need to develop an H&H CoP website. Maybe host and manage at HEC.
- John Lanzarone at HQ can help with the website.
- We have a number of articles and guidelines that could already be put on the website.
- We don't want to post the H&H CoP website on Technical Excellence Network (TEN). We just want to link the website to TEN.

**Technical Excellence Network:**

- We need to distribute the final list of names (H&H CoP Area of Expertise Lead POC's and Sub area POC's) as shown on the TEN. First, however, we need to add these names to the (TEN).
- We need to be careful with who is included on the list of subject matter experts, so it's not used in a way people are hired or not hired for a position.

- How do we populate the areas of expertise on TEN? We could assign the responsibility to a committee or a lab lead.
- Each Area of Expertise would have a lead POC and one of the standing committees would be the group to vet the Area of Expertise POC's.
- Maybe the names on the TEN (Area of Expertise Lead POC's) should be people who know who the expert is. Maybe the Lead POC isn't the expert themselves. Therefore, it shouldn't be difficult identifying the Lead POC's.
- MSC POC should be identified for each area of expertise as well. Then the field experts (SME's) would be identified for each sub-area from each MSC. The 4 standing committees could then determine from the list who should be listed in the TEN. Sometimes a division may be left blank in a given Sub area.
- Someone needs to monitor the list to make sure its current.
- The list should be reviewed at least once a year.
- It needs to be a list of technical expertise not something used for professional development and we need to state that on the list so we don't get into issues about who is on the list and who isn't.
- The SME's serve as POCs for referral on technical issues.
- What is the utility of the TEN? To establish people for ITR's and for people up or down to see who they should contact regarding a given topic. It will be a tool for the RIT's so people on the RIT's know who to contact.
- The lists (TEN and the H&H CoP roster) are resources, not a substitute for management at the district or division level.
- We need to develop some feedback mechanism so we can see who is being contacted and how often are they being conducted.
- Tim Pangburn will see if TEN has some mechanism to log the # of contacts to a person who is listed on the TEN.
- Tim Pangburn will figure out how to put some description of the standing committees on the TEN.
- Darryl volunteered to define the roles and responsibility of the various levels identified with TEN and he volunteered to establish the first draft of the first page for the H&H CoP portion of the TEN.
- The lead POC for each area of expertise should know about other or outside agency contacts as well.
- Maybe we need a category of standing committee on the TEN so people can contact the committees, but it might be in TEN already. The opening page is in there and it is up to us to determine what goes on that page.

#### **Senior Roster:**

- We need to add the GS-13's from HEC & ERDC to the H&H roster (list of senior H&H CoP representatives) that we developed after the first meeting.
- We may need to add some GS-12's in the districts as well.

**National Standing Committees:**

- The Advisory Group (AG) supporting the water management community may be a new standing committee or treated as such. It has one representative from each Division.
- The Corps Users Group or CURG, which directs and supports the Corps Water Management System is too large to be a committee.
- We need to use the National Standing committees and the AG to help define the direction of where the Corps needs to go.
- The 4 National Standing Committees would provide quality assurance.
- The master POC is Jerry.
- We could use any Regional Documents, if possible. NWD & SPD have written documents.
- The Tidal Hydraulics and Channel Stabilization committees are functioning well. The Hydrology and WQ committees need some help in restaffing or revising their role.
- The responsibilities of the WQ committee need to be addressed.
- Tidal Hydraulics should be renamed to include Tidal Hydraulics and Coastal Engineering.
- The Hydrology Committee needs to be expanded to Hydrology and Hydraulics.
- Should Channel Stabilization be changed to River Engineering?
- There is no funding for the CoP, but there is funding for the committees so Jerry thinks that he could get more money for the committees, but no money for the Executive Advisory Committee (EAC).
- The Committees can accept reimbursable funding for support that they would provide.
- Chairs and co-chairs for each committee should be a person from the field and a person from a lab.
- Current National Standing Committee Chairs:  
Hydrology- SK Nanda, Gary Brunner  
Tidal- Bob McAdory  
WQ- Dave Shepp, Steve Ashby  
Channel Stabilization- Larry Banks, David Biedenharn, Jack Davis

**Executive Advisory Committee:**

- What is the role of the EAC? The group talked about this during the last meeting (4-5 May) but needed to revisit.
- What is the role of the EAC in defining the roles and personnel of the National Standing Committees? If we are going to use the committees for technical support for the H&H CoP then they need to be managed by and for the CoP.
- The EAC should be helping Jerry manage the H&H capabilities of the Corps.
- The EAC should be considered as a means to implement and administer all the teams.
- How will Jerry fund travel for district personnel who would be on the EAC? If he has money he can fund it but we hope to piggyback on meetings and other conference etc.

- The chairs of EAC should be from the field/lab, not Jerry Webb. It can be a rotating position and could include a co-chair.
- For an Example, the Senior Advisor Committee (SAC) helps to manage the GIS/CADD community of the Corps. The Chairmanship is in St. Paul and works with a CoP chair in HQ. It meets once a year to discuss what needs to be done.
- One Option: EAC Chair should be from MSC/field with a 3 year assignment. The co-chair should be from labs splitting HEC and ERDC and the EAC needs to make sure there is overlap between the chair and the co-chair so their service doesn't end at the same time.
- Another Option was discussed for the next chair (Darryl Davis). We are now looking at the chair serving 2 years and then after 2 years, the co-chair succeeds the chair and then a new co-chair is selected.
- The co-chair and the chair can be from the field or a lab and both can be from the field but they both should not be from the labs.
- Discussed membership of the EAC. When one member steps down, he/she does not appoint a new member to replace him/her. The EAC as a group should select the new member considering the expertise on and needed by the EAC and geographical considerations etc.

#### **Final Thoughts:**

- Agreed to have monthly meetings via conference calls.
- The Infrastructure Conference is coming up and we need to help Jerry.
- Call for papers for the Federal Interagency Hydrologic Modeling Conference and some other conferences are coming up and Jerry needs help for these also. FYI, the Federal Interagency Sedimentation Conference and the US Section for Dam Conference are approaching as well.
- For our call, we should schedule a day and time to have them. 1 to 1½ hours on Tuesdays at 8:00 am PST. The 2<sup>nd</sup> Tuesday of the month except for the next one which will be 19<sup>th</sup> of October (this call did not take place).
- On the 9<sup>th</sup> of December, the EAC will meet in Portland.
- The committees' website will be an internal website so people can be listed.
- What about "Groove" software for use with this committee, which is a messenger and file sharing software. It's just another tool for us to use but we have to figure out how and if we are going to use it. It appears to be very close to what we can do with AKO.
- H&H CoP Status: NWD and SPD are doing something but not much from the other MSC's
- We went through and tried to identify the POC's for the areas of expertise.